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ABSTRACT

Part of the Syracuse (New York) city school district's guided occupational orientation program, the student workbook consists of information and question sheets suitable for grade 6 career education studies on topics in the labor field, including labor laws, wages, and unions; job applications and interviews; on-the-job training; and social security. (MF)

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ED114675

CAREER EDUCATION

Grade 6

GUIDED OCCUPATIONAL ORIENTATION
Syracuse City School District
409 East Genesee Street
Syracuse, N. Y. 13202

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CE 005 757

GUIDED OCCUPATIONAL ORIENTATION
Syracuse City School District

Student _____ Teacher _____

School _____

CAREER EDUCATION GRADE 6 PRE-POST TEST

1. Arrange the following types of jobs in the labor field according to size. Put the largest job area at the top and the smallest at the bottom.

Skilled Technical Laborers Clerical Semi-skilled

Largest and fastest growing: _____

_____

_____

_____

Smallest and growing the least: _____

Put T for true or F for false in front of the following:

2. ___ Management finds the workers for business and industry.
3. ___ The management field is growing smaller.
4. ___ The sales field is steadily growing.
5. ___ Labor laws protect children from unfair employment.
6. ___ Only the person working puts money toward his Social Security account.
7. ___ The only time you collect Social Security is when you are too old to work.
8. ___ Everyone has to have working papers.
9. ___ An "application" is asking for a job in writing.
10. ___ In most cases, labor groups are made up of people paid by the hour or week.

VT 102 201

GUIDED OCCUPATIONAL ORIENTATION
Syracuse City School District

CAREER EDUCATION

(Grade 6)

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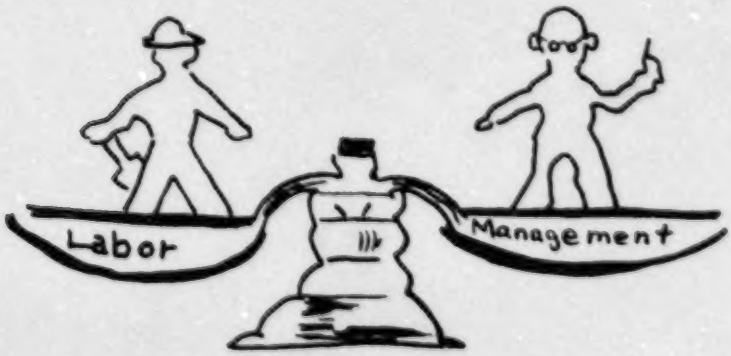
LABOR

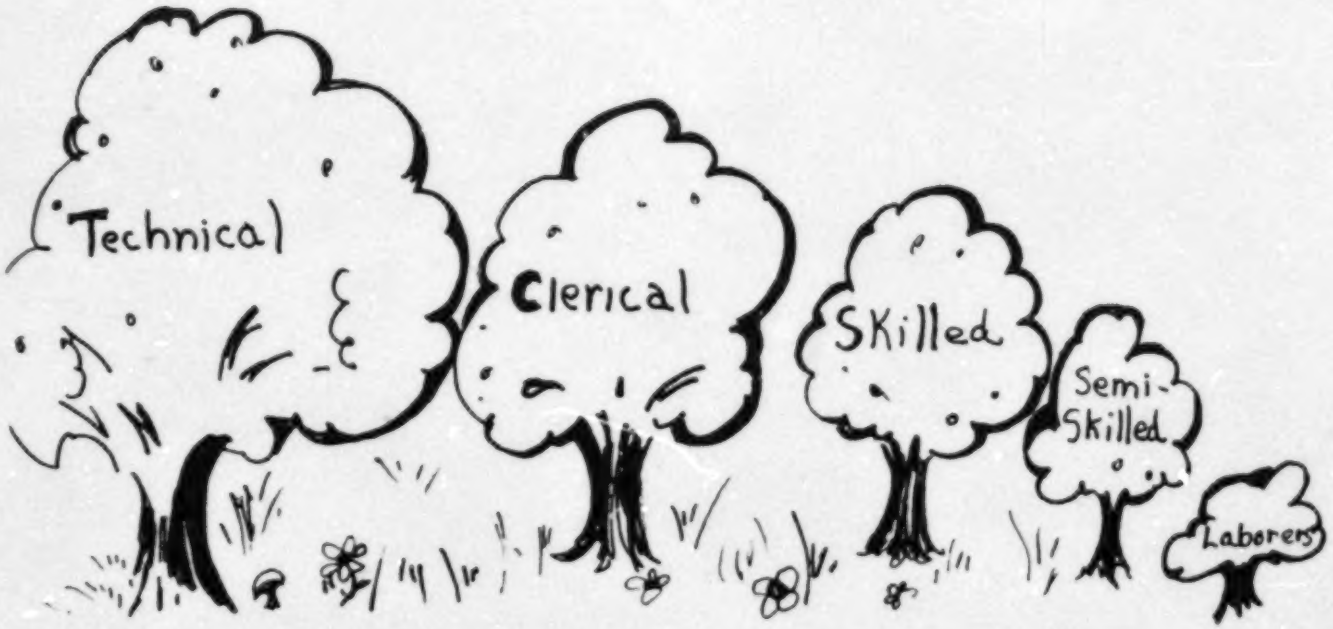
Labor: The word "labor" has several meanings. In the World of Work, "labor" means working people. Almost everyone in the world works to earn money to support himself and his family. See if you can fill in the blank:

Soldiers and sailors make up the Armed Forces; "workers" in our society are called the L_____ force.

In this study you will learn that people are paid by the hour, the week, or the year. In most cases, labor groups are made up of people paid by the hour or week. Those paid by the year are usually in another group called "professional" or "management". Ask your teacher if your class can discuss these terms: labor....management.

- How are they different?
- Should one be stronger? Why?
- Are there more in one group or the other?
- What group would you want to be in? Why?





This picture may look like a forest of trees to you but it is really a picture of the LABOR FIELD. The "trees" show you the types of jobs in that field.

It is a picture that tells you in which field most jobs are going to be, and how fast those fields are growing. Let's study each of them.

TECHNICAL

People in the technical field run and repair machines.

This field is growing the fastest of all. As a matter of fact, it is thought the field will double in fifteen years.

Special training is needed. Where? In trade schools, vocational schools, on-the-job training, or apprenticeship programs.

NOW DO THE FOLLOWING:

1. People in the technical field _____ and _____ machines.
2. The _____ field is the fastest growing in the labor field.
3. _____ training is needed for jobs in the technical field.

CLERICAL

People in this field keep records, type letters, file papers, and use office machines.

NOW DO THE FOLLOWING:

1. If you look at our picture of the labor field, you will see that this is the (first, second) _____ fastest growing group.
2. Clerical workers keep _____, _____ letters, _____ papers and use office _____.

SKILLED

People in this field are highly trained in a special skill. For example - carpenters, plumbers, mechanics, and electricians. The job outlook for these workers is good. There is a chance of advancement in this field as well as good money and security.

NOW DO THE FOLLOWING

1. Skilled workers are _____ trained in a _____ skill.
2. Three good things about being a skilled worker are:
   a. chance of _____,
   b. good _____, and
   c. _____.

SEMI-SKILLED

This kind of worker has received less training than a skilled worker. His work is not as difficult and he does not have as much responsibility. Accordingly, a semi-skilled worker receives less pay than a skilled worker.

Machines have taken the jobs of many semi-skilled workers. That is why this labor "field" is not as large as the others.

NOW DO THE FOLLOWING:

Put T for true or F for false in front of these statements.

___1. Semi-skilled workers receive less training than skilled workers.

___2. Semi-skilled workers receive more pay than skilled workers.

___3. This labor field is larger than that of skilled workers.

___4. Machines have replaced many semi-skilled workers.

LABORERS

The laborers group of workers is becoming smaller every year. These jobs require no training or skill and are constantly being replaced by machines. Examples of this type of work are: ditch-diggers, stock clerks, lifting and carrying packages.

NOW DO THE FOLLOWING:

1. The laborers group of workers is the (smallest, largest) _____ in the field.

2. These jobs require _____ training or skill.

3. Many of these jobs have been replaced by _____.

OTHER TYPES OF JOBS

Management

This is the group of people who manage or run any business. Some of their duties are to organize the work, buy the raw materials, find the workers, and sell the products. These jobs usually require years of education and experience.

As business grows and expands, more management help is needed, so this job field stays steady in its size. Many businesses and industries provide their own management training.

NOW DO THE FOLLOWING:

Put T for true or F for false in front of the following statements.

___1. Management jobs usually require education and experience.

___2. Management is the word used to describe people who run a business or industry.

___3. Management finds the workers.

___4. The management field is growing smaller.

___5. Management training is only available in a trade school.

Sales

This group of workers is slowly but steadily growing. More and more money is being used to train people to sell products. Many businesses have their own training programs in order to produce "top-notch" salesmen. This field requires less education than management; also, there are many jobs available for women.

NOW DO THE FOLLOWING:

1. The sales field is steadily _____.
2. Many firms have their own sales _____ programs.
3. The sales field requires _____ education than management.
4. There are many jobs available for _____ in this field.

LABOR LAWS

There are many ways to help protect the American worker. One of these ways is by laws that make sure no one makes people work for unfair pay, or laws that protect children from being employed unfairly. For example, the New York State Labor Law requires everyone between the ages of 14 and 17 to have a work permit or "working papers."

Use this paragraph to help you - put T for true and F for false before each statement.

___1. The labor force is made up of sailors.

___2. Labor laws are to protect the worker.

___3. Working permits are needed by everyone.

___4. Labor laws protect a worker from illness.

___5. Labor laws protect a worker from being paid unfairly.

WAGES - DIFFERENT WAYS THAT PEOPLE ARE PAID

1. A fireman gets a yearly salary, a worker at General Electric gets a weekly pay envelope. Carpenters and electricians get paid by the hour.

   a. If a policeman earns $7,000 in one year, how much does he earn in one month? _____ in one week? _____ (Figure on 12 months in one year and 52 weeks in one year.

   b. If a factory worker earns $92.00 in one week, what is his yearly salary? _____

   c. If a carpenter's wages are $4.00 an hour and he works 45 hours in one week, what is his weekly pay? _____

USE THE REST OF THIS PAGE TO FIGURE ON.

LABOR UNIONS

LABOR means the working people

UNION means "joined together"

Write what you think LABOR UNIONS are: _____

_____

_____

Ask your teacher if your class can discuss the meanings they have written, then with your teacher decide on the best meaning. Ask her to write it on the board. Copy it here:

_____

_____

_____

List three reasons why workers would want to belong to a union:

1. _____
2. _____
3. _____

Does anyone in your family belong to a union? _____

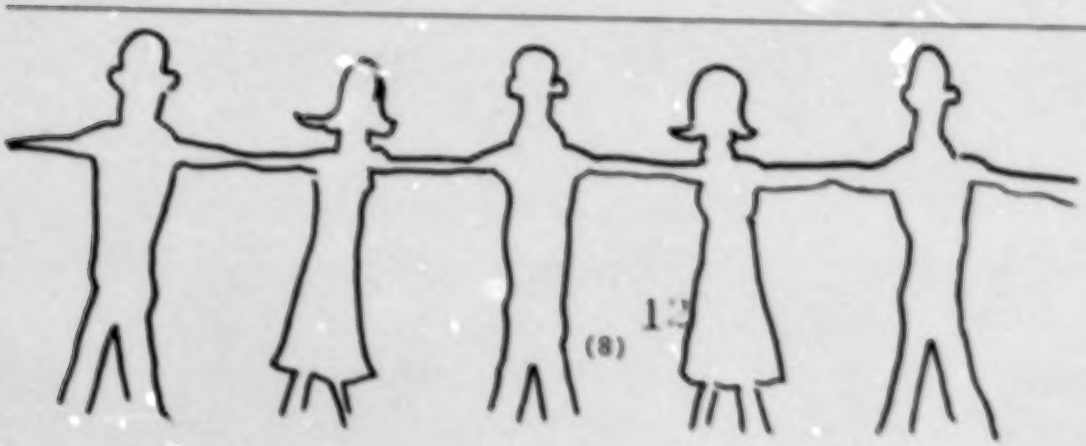
If the answer is yes, write the name of the union they belong to.

_____

What unions have you heard of? _____

_____

_____



JOB APPLICATION

The first step in getting a job is to apply, or ask for it. When you ask for a job, you do it in writing. This is called a job application. Unscramble the following sentence:

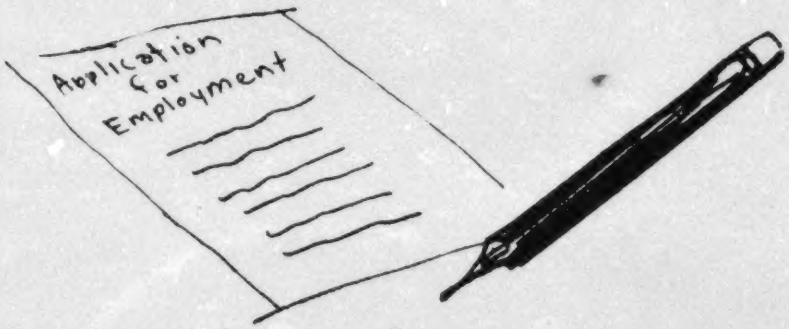
in application asking An writing is job for a.

_____

_____

On an application, the employer asks for information he needs to know about you. This helps him decide if you are the right person for the job.

On the next page is a sample job application. If you were applying for a job, how would you fill it out?



JOB APPLICATION

NAME _____

ADDRESS _____ CITY _____

STATE _____ ZIP _____

DATE OF BIRTH ____ / ____ / ____ Are you an American citizen? _____
(Mo.) (Day) (Yr.)

Explain if answer is no. _____

How did you hear about this job? _____

Are you (check one) Married? _____ Single? _____ Divorced? _____

Have you ever been in the Armed Forces? _____ Which one? _____

Social Security Number _____

EDUCATION

Elementary Schools	Number of Yrs.	Date Graduated
Jr. High Schools		
Sr. High Schools		
College		
Other		

How many years experience do you have in this type of work? _____

OTHER JOBS

1. _____
2. _____
3. _____

REFERENCES (People who can tell us about you)

1. _____
2. _____
3. _____

INTERVIEWS AND INTERVIEWS

The purpose of an interview is to find out information. There are two kinds of interviews for us to think about:

1. You ask the questions to get information about a job or:
2. Someone asks you questions about yourself when they are thinking about hiring you.

(Type #1 Interview) "Getting the Facts"

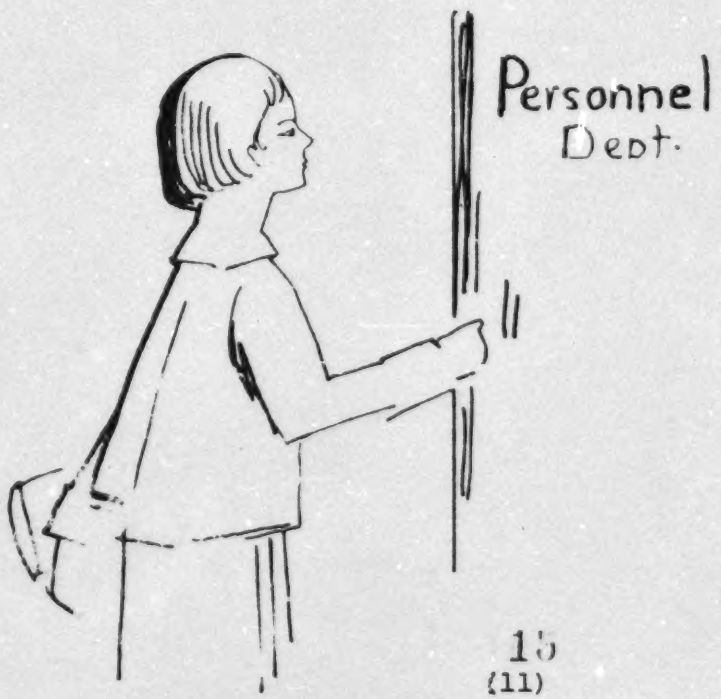
You will be using type #1 interview. Here are some hints to help you.

a. Study the interview sheet on the next page.

b. Plan how you will introduce yourself to the person you will interview, how you will conduct the interview, how long you will spend asking questions, and how you will end the interview.

c. Use the interview sheet on the next page to practice on adult friends and classmates.

You will have interview sheets attached to each Career Study to "get the facts" about that job.



(Type #1 Interview

INTERVIEW SHEET

1. What is your name? _____
2. What is your title? _____
3. How much education did you have to have for your job? _____
4. Did you have to take a test for your job? _____
5. What are some of your duties? _____
6. Do you mind telling what the starting salary for your job is? _____
7. What is the top salary your job pays? _____
8. Is the salary the same for everyone on this type of job? _____
9. Who or what decides when you get a raise? _____
10. Why did you choose this job? _____
11. What do you like best about your job? _____
12. What do you like least about your job? _____
13. What are your working hours? _____
14. What good habits should I develop now in elementary school that would help me to become a successful worker when I grow up? _____
15. Are there school subjects that I must do especially well in if I were to work in this kind of job? _____

How To Sell Your Product

RULES FOR TYPE 2 INTERVIEW

1. Wrap the package Attractively -

"Neat but not Gaudy," is the word Girls. Leave the eye makup, highly teased hair, and short short skirts at home. Fellows, the levis, sweatshirts and sneakers are NIX on interviews. Look NEAT AND CLEAN.

2. Be sure the package arrives on time -

9:05 is too late for a 9:00 appointment, BESIDES, they've heard all the excuses, and a few you haven't dreamed up yet.

3. A care package gets more attention than a "Don't Care"

Be interested in your employer's business and how you can fit into his organization - or wind up in the dead letter office.

4. Fragile - Handle with Care -

A courteous, respectful attitude and "thank you," regardless of the outcome of the interview - always impresses people.

5. Don't Advertise Competing Products -

A job interview is no place for the "BUDDY SYSTEM." Let you frieds do their own job-hunting.

6. False Advertising Doesn't Pay.

Fill out the application truthfully - don't claim experience or skills you don't have. It always backfires and doesn't help.

7. Fill Out Application Neatly -

Print if necessary, or write legibly.

Type Number 2 Interview

Pretend you are an employer. You are interviewing people for the jobs as salespeople in your store. Ann, Sam, Dan, Sue, and Tom applied for the jobs. If you think they should be hired for the jobs, check the box below "yes". If you do not think the person should be hired, check the box below "no".

1. Ann was fifteen minutes late for her interview. She said she really wanted the job, but she had met some friends on the way and had stopped to talk with them.

Yes	No

2. Sam took his mother with him when he went for his interview. He said his mother would help him answer the questions.

Yes	No

3. Sam was chewing gum. He played with some papers on your desk. He never looked at you when answering his questions.

Yes	No

4. Sue said she had not worked before but that she had studied about jobs in school. She said she had a good attendance record and wanted a chance to show that she was a good worker.

Yes	No

5. Tom told about two of his part-time jobs. His record was good. He said he had never been late for work.

Yes	No

A SECOND CHANCE

Some interviews fail. The person does not get the job he wants because he has not done all the right things during the interview.

Sometimes a second interview will get a person the job he wants. Let's pretend the shipping department of Ace Industries needs a clerk. A boy named Andrew Brown had been interviewed for the job once, but failed to get it because he:

1. ___was late for the appointment
2. ___wore sloppy clothes
3. ___did not have his hair combed
4. ___was not friendly and polite

Read about Andy's second chance. He really wants to do better and is glad to have another chance. The appointment is set for 2:30 P.M.

First read the rules for a good interview, then fill in the blanks in such a way that Andy will get the job.

RULES FOR A GOOD INTERVIEW

1. Be on time
2. Know how to answer questions
3. Be neat in dress and appearance
4. Be friendly and polite

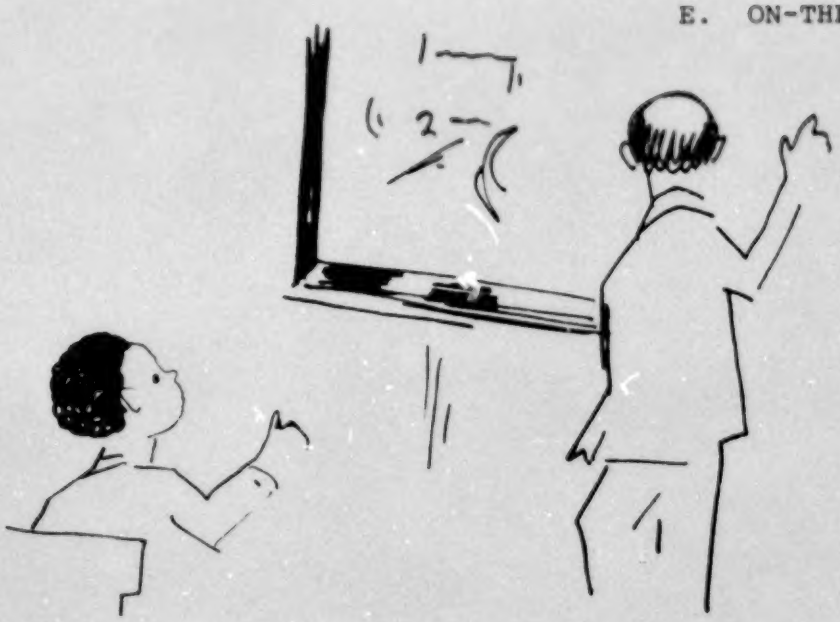
Andy's Second Chance

It was _____P.M. when Andy arrived at Ace Industries. "My name is _____ _____ _____," he told the clerk. "I have an _____at _____P.M."

"We have been expecting you, but the boss will be a little late. Please sit down."

"_____ _____" said Andy as he got a magazine from the table. He looked at the clock. It was 2:40. "The boss must be very busy,"he said to himself. He got another _____. He was tired of waiting but he wasn't going to _____.

At 2:55 the boss came in. He walked up to Andy. "You are Andrew Brown," he smiled. Andy _____when he saw the boss coming toward him. "Yes, I am _____," he smiled back.



Read the directions and complete the exercise called WHAT WOULD YOU DO? Have a friend correct your answers from an answer sheet.

WHAT WOULD YOU DO?

If you were being trained for a job and found yourself in any of the situations below, what would you do? Put a cross (x) beside the answer you think is BEST. And in the empty spaces, write an answer of your own.

1. You find it difficult to understand some of the classroom instruction you are receiving.

___ a. Tell the instructor that you're having difficulty understanding.

___ b. Ask another trainee to help you understand the information.

___ c. Drop out of the training program.

___ d. _____

_____

(continued on next page)

2. The training is going well, but you don't think you're being paid enough money.

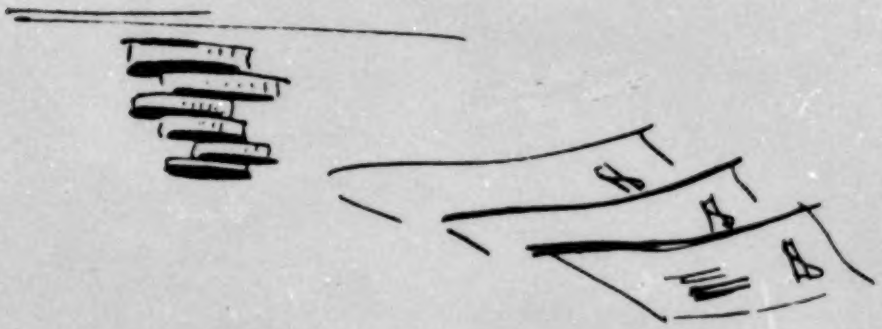
___ a. Ask the person who hired you if there's any possibility of getting a raise.

___ b. Quit the training program and try to find another job.

___ c. Tell the person who's training you that you can't live on the money you are earning.

d. _____

_____



3. You have a reason to complain about the way a training program is being conducted.

___ a. Take your complaint to the president of the company you are working for.

___ b. Take your complaint to the head of the training program.

___ c. Explain your complaint to the other people who are being trained with you and find out if they agree with you.

d. _____

_____

4. You're being annoyed and bothered by someone else who's being trained with you.

___ a. Stay away from him as much as possible.

___ b. Try to become friendly with him.

___ c. Report him to the person who is training you.

d. _____

_____

5. You discover that you don't like the job you're being trained for, and would like to be trained for another kind of job with the same company.

___ a. Go immediately to the person who hired you and present him with your problem.

___ b. Ask the person who's training you for advice about the problem.

___ c. Speak to another trainee about your problem and ask him for his advice.

d. _____

_____

SOCIAL SECURITY

Secure means _ _ _ _ _ "safe from harm."

Security means being s_ _ _ f_ _ _ _ harm.

Social means _ _ _ _ "how we live our life".

SOCIAL SECURITY means living a life safe from harm....in this case, safe from the harm of not having money to live on when you are too old or sick to work. When anyone gets paid for working, a small amount of money is taken out of the paycheck for Social Security. The person who pays you adds an equal amount. Both of these amounts are sent to the Federal Government in Washington, D.C. In Washington, this money is put into a fund in your name. The fund is called your Social Security. You get money back from this fund:

a - when you are old enough to stop working but still need money to live on

b - if you are too sick to work

c - if you should die (some of the money is paid to your family)

Use the information in the paragraph above to complete the following sentences.

1. When anyone works, a small amount of money is taken out of your _____ for Social Security.
2. The person who pays you, pays an _ _____ amount toward your Social Security.
3. The total amount of money is sent to the _____ Government in Washington, D.C.
4. You get money back from Social Security when you are old enough to stop _____.
5. You get Social Security if you are too sick to _____.
6. Social Security means _____

_____

_____ _____

A SOCIAL SECURITY NUMBER

Everyone who works has a Social Security number. When you apply for a number, you have to fill out a white card. Below is the information you will be asked to put on the card. Even if you already have your Social Security number, put the information that is asked for in the empty spaces. *Print* all the information except your signature. If you don't know the information that is asked for in any item, write *"Unknown"*

---

1. The name you gave your present employer, or, if unemployed, the name you will use when you are employed. If you use no middle name or initial, draw a line: _____.

   _____ _____ _____
   (First Name) *(Middle Name)* *(Last Name)*

2. Mailing Address _____ _____ _____ _____
   (No. and St.,P.O.Box,or RFD) *(City)* *(Zone)* *(State)*

3. Print full name given you at birth _____

4. Age on last birthday _____ 5. Date of Birth ___ ___ ___
   Mo. Day Yr.

6. Place of birth _____ _____ _____
   (City) *(State)* *(County)*

7. Father's full name, regardless of whether living or dead:

   _____

8. Mother's full name before ever married, regardless of whether living or dead: _____

9. Sex (Mark X which) *Male* _____ *Female* _____

10. Color or race (Mark X which)(If other, specify) *White*_____ *Negro*____ *Other*_____

11. Have you ever before applied for or had a Social Security or Railroad Retirement number? (Mark X which) *Yes* ___ *No*___ *Don't know*___

    If the answer is *Yes*, print the state in which you first applied and when. Also print your number if you know it.

    _____ _____ _____
    (State) *(Date)* *(Account Number)*

12. Business name of employer. If unemployed, write "Unemployed."

    _____

    Employer's address _____ _____ _____ _____
    (No. and Street) *(City)* *(Zone)* *(State)*

13. _____ _____
    Today's Date (Write your name as usually written. Do not Print).

GLOSSARY GRADE 6

Application - the act of asking for a job in writing.

Clerical - having to do with office work, typing letters, keeping records, etc.

Complaint - Reporting something you do not like.

Employee - a person hired by someone else to work.

Employer - a boss; a person who hires people.

Interview - a meeting of people to talk over their work; questioning someone to see if he should have the job, or questioning someone about the job he does.

Labor - working people, usually paid by the hour or week.

Laborers - people who work in jobs that require no training.

Labor Laws - government rules to protect workers.

Labor Union - a group of people, all in the same job area, who unite together to get good wages and working conditions from their employers.

Management - the group of people who "manage" or run any business.

On-the-job training - training provided by a business or industry in a special area.

Professional - usually a person who has had college training for his job.

Sales - the department of a business or industry that sells the products.

Semi-skilled - a worker who has less training than a skilled worker, who does less difficult work and makes less pay.

Skilled - a person highly trained for a special skill; usually has had apprentice training.

Social Security - money put into a fund by workers and their employers for use when needed for financial need.

Technical - the field of workers who run and operate machines, usually highly skilled, with special training.

Trainee - a person who is being trained.

Wages - pay received for work done.